



# COVID-19 Safety Plan

Revised: July 23, 2020 John Unangst

FL Emergency Line	727-379-5001 (ext. 5001)
Non-Emergency Health Center	727-379-5041(ext. 5041) for Women 727-379-5036 (ext. 5036) for Men
Police/ Fire/ EMS	911

**Introduction:** Word of Life Bible Institute is committed to providing a safe and healthy environment for students and staff to deepen their faith. Our plans will be prayerful, Christ-centered, methodical, measured, and meaningful in our communication and care. We will remain balanced and responsible as we work with our governing and permit-issuing officials.

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# 1. PEOPLE

## a. Physical Distancing and Temperatures

1. Unless otherwise indicated, a distance of 6 feet must be maintained between persons at all times. If this cannot be maintained, the use of acceptable face coverings will be required.
2. Student temperatures will be taken nightly and logged by Resident Assistants. This will be verified daily by the Student Life Office for compliance.

## b. Academics

1. Assigned seats will be spread throughout the classroom space to provide physical distancing during classroom instruction.
2. Students will be seated by dorm groups in the classroom. While seated this way, face coverings will not be required.
3. During class breaks, if students are unable to maintain physical distancing in lobby's and restroom areas, the use of face coverings is required.
4. Online and remote instruction will be utilized intentionally to reduce the spread of illness.
5. Social distancing markers will be placed in commonly used areas that denote 6 foot spacing.
6. Students who are ill must self-isolate and follow Academic procedures as found in the Student Handbook.

## c. Student Life

1. Students will be spaced out in dormitories as much as possible to ensure physical distancing as outlined by the CDC.
2. In dorms where bunk beds are utilized, head to toe sleeping of residents is recommended.
3. Where the layout of dorms permit, communal bathrooms will be designated for use by specific rooms/individuals to limit cross contamination.
4. Face coverings are not required to be worn while students are in their own dorm room.
5. Campus visitors are limited to "invited guests" only and are expected to abide by all campus health and safety procedures as found in the Student Handbook.
6. Chapels, devotions, and other times of spiritual development will comply with physical distancing protocols.
7. The occupancy of the student lounge will be reduced.

## d. Ministries

1. Appropriate face coverings will be utilized when traveling in a Word of Life vehicle with other passengers.
2. Vehicles will only be filled to 50% of the maximum occupancy of the vehicle.
3. Ministries will be booked with safety precautions in mind following all local and State guidance per the region they are in.

**e. Food Service**

1. Dining room tables will be spaced 6 feet apart in all directions and will have limited seating per table.
2. Students will be seated by dorm groups in the dining room.
3. Meal lines will not be self-serve and will be sufficiently staffed to ensure that there is no touching of common objects.
4. "Grab and Go" options will be made available to students for some meals with individual servings in disposable containers.
5. Markers will be placed in high traffic areas to ensure 6-foot spacing.
6. Separate entrances and exits will be designated in the dining room.
7. Those working in Food Service will be required to wear a face covering while working.

**2. PLACES**

**a. Travel:** All staff and student travel including any ministry trips will follow clear guidelines appropriate to the time and itinerary of such travel.

**b. Personal Protective Equipment (PPE)**

1. PPE includes gloves, face coverings, and hand sanitizer.
2. All staff and students will be provided with PPE that is appropriate for their assigned ministry or service area to be used when social distancing cannot be maintained.
3. Staff and students will be trained on how to put on, take off, clean (as applicable), and discard PPE.
4. Those working in Food Service must always wear an appropriate face covering.
5. Face coverings must be cleaned or replaced when damaged or soiled.
6. Face coverings should never be shared with others and are for personal use only.
7. Point of Sales and Student Service desks throughout campus will be equipped with a physical barrier for contactless transactions and service.

**c. Hygiene and Cleaning**

1. All cleaning will adhere to hygiene and sanitation requirements from the CDC and Florida State Department of Health.
2. Staff and students will be trained in safety and the prevention of disease transmission including hand hygiene, cleaning, and disinfecting.
3. A cleaning log will be maintained for all public spaces that documents date, time, and scope of cleaning. This log will be maintained by Housekeeping Coordinator and/or Department Head.
4. Public spaces and bathrooms will be cleaned, disinfected, and stocked twice daily to reduce the risk of spreading illness.
5. The dining room and classrooms will be disinfected between uses per the program schedule.
6. Hand sanitizing stations will be made available throughout campus with 60% or more alcohol. Hand sanitizing will be required prior to entering the dining room.

7. Dorm cleaning jobs as assigned students by RAs.
  - a. Shared bathrooms must be cleaned twice daily.
  - b. Trash is to be removed from dormitories daily.
  - c. A rigorous cleaning schedule will be utilized to ensure that residents follow hygiene and cleaning procedures.
- d. Communication
  1. Appropriate signage is posted throughout campus to remind persons to adhere to proper hygiene, cleaning, social distancing, and personal protective equipment guidelines.
  2. If a student or staff member tests positive for COVID-19, the Associate Executive Dean will contact all appropriate government agencies per guidance provided by their offices.
  3. Students, staff, and visitors can visit <https://wordoflife.edu/> for the most up-to-date safety plan and other pertinent information.

### **3. PROCESSES**

- a. Health Screening.
  1. Prior to arriving on campus, students will be required to record 14 days of daily temperature checks.
  2. Prior to moving into dorms at the time of registration, students will be required to complete a mandatory health screening which will gather the following information:
    - a. COVID-19 symptoms in the past 14 days.
    - b. Positive COVID-19 test in the past 14 days.
    - c. Close contact with any confirmed or suspected COVID-19 cases in the past 14 days.
    - d. A temperature check.
  3. Students will be health screened periodically throughout the course of the program.
  4. Each staff member will self-screen daily before reporting to their ministry area. Staff who are ill must stay home and follow Human Resources procedures to prevent the spread of illness.
  5. Each campus visitor will be required to first check-in at the Guest Services Desk to complete a Health Screening Questionnaire and perform a temperature check.
- b. Quarantining
  1. International students with an approved Student Visa are permitted to attend the Bible Institute. Any applicable quarantine requirements will be accommodated on campus.
  2. Per Executive Order of the Governor of the State of Florida, students travelling to Florida from Connecticut, New Jersey, and New York are exempted from the need to quarantine upon arrival. Further information can be found here: <https://floridahealthcovid19.gov/travelers/>

**c. Outbreak Procedures**

1. All Centers for Disease Control and Department of Health Guidelines will be followed in the case of an outbreak.
2. If a student experiences symptoms of COVID-19, they are to inform the Student Life Office immediately for appropriate evaluation and observation.
3. If an individual is confirmed to have COVID-19, exposed areas will be cleaned and disinfected per CDC guidelines as well as local Health Department guidelines and recommendations.
4. Students testing positive for COVID-19 will be immediately isolated in a room and sent home as soon as possible. Arrangements will be made to ensure that their medical and health needs are met.
5. Staff who show signs or symptoms of COVID-19 or who test positive for COVID-19 will be required to self-isolate in their home for 14 days. Staff will need to be tested for antibodies or test negative for COVID-19 prior to returning to campus.

**d. Shut Down Procedures**

Should the need arise to decrease or interrupt on-campus activities, the following procedures will be followed:

1. Communication
  - a. Students, Faculty, and Staff will be provided with information regarding shut down procedures in a timely and orderly manner.
  - b. Parents/Guardians and other Constituents will be notified of the Administration's decision to close the campus via press release, email, and other means in order to ensure clear communication.
2. Operational Activities
  - a. Buildings used for recreation and education will be closed and cleaned.
  - b. In-classroom instruction will be suspended, and all classes will transition to remote instruction.
  - c. Students will need to make arrangements to leave campus within 24 hours. Students unable to leave campus right away will be provided with room and board until they are able to depart.
  - d. The Student Life Office will continue to monitor the medical needs of students remaining on campus who are unable to return home due to travel restrictions or other other extenuating circumstances.
  - e. Campus Security will continue to patrol campus to ensure a safe environment for students and staff who are operating in essential positions.

3. Move-out Procedures
  - a. All personal items removed from all areas including laundry rooms.
  - b. All trash taken to outdoor trash disposal points.
  - c. Furniture returned to its original location.
  - d. Wardrobes/desks/dressers emptied, cleaned, and wiped down and drawers left open.
  - e. Floors vacuumed or washed.
  - f. Blinds shut and windows locked.
  - g. Dorm keys returned to the Student Life Office.